

## Contact us

Send your requests to:  
[spovendor@nd.gov](mailto:spovendor@nd.gov)

## Upcoming Events

—See Pg. 2 for details—

### PO Administrator User Group Meeting

### 1099 User Group Meeting

## vendorREGISTRY STAFF

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## what's new

NEW Vendor Request System p.1

NEW Employee p.1

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## COMING TO A COMPUTER NEAR YOU!!!

Our office is rolling out a new online system for agencies to enter their vendor requests rather than sending emails to the info account. This will provide better tracking for both the agencies and Vendor Registry. Agencies can also request help with 1099 reporting and the Purchasing Module. This new system will allow for two or more staff members to work on requests simultaneously as well as provide coverage for co-workers who are out of the office. Agency users will be able to see whether their requests have been assigned or are still waiting in queue.

This system will be started with pilot agencies, and eventually rolled out to all agencies by the end of the year, in time for 1099 season. More details to follow!

## Help us Welcome Tosha Werner!

Tosha joined OMB – Central Services on August 22<sup>nd</sup> as an Administrative Assistant III. She joined us from the private sector where she worked as an office manager for nearly fifteen years. Her background consists of working in small business environments operating as the lead contact for both staff and customers. In her spare time, Tosha enjoys spending time with her husband of 10 years and 2 small children. She and her family enjoy weekend visits to the park, zoo, and family dinners. Tosha is really looking forward to working with everyone.



## keyLINKS

[Bidder Registration](#)

[Vendor Registry](#)

[Agency eServices](#)

## One-Time Purchase Orders



Vendor Registry is now offering a service to state agencies that are not set up to enter purchase orders in PeopleSoft. If your agency needs an occasional purchase order, you can use the online LiquidOffice form to enter the necessary information for OMB to create the purchase order for you. This form is not intended to take the place of agency purchasing staff. Only five purchase orders per year may be requested by an agency in this manner. If more than five are needed, that agency will be set up in PeopleSoft to enter their own work. Vendor Registry wishes to provide service to those agencies that need an occasional purchase order or in an emergency situation.

You can find this form posted on the Vendor Registry's Purchasing section at:  
<http://www.nd.gov/vr/purchmod/>. Simply click on the link "Request a One-time Purchase Order".

Follow the completion instructions on page 2 to produce a fillable pdf form that can be saved and submitted to Vendor Registry. Their staff will enter the purchase order and set up workflow approval for the agency to do the final acceptance, printing, and distribution of the purchase order. Follow-up will be provided regarding the payment of the PO and in closing it.

## Upcoming Events—Watch for Meeting Notifications

⇒ PO Administrator User Group Meeting	⇒ 1099 User Group Meeting
Thursday, October 13th at 9:30 a.m.	Tuesday, November 22 <sup>nd</sup> at 1:30 p.m.
Sakakawea Room	Pioneer Room

# Farewell Pam! We will miss you.

After more than 5 years of service with Vendor Registry, Pam Schonert has decided to pursue other interests. She has accepted a position with the State Historical Society. Pam has been a valuable asset and her work with Vendor Registry has been greatly appreciated. Pam's last day is October 14th. We wish her the very best in her new position.

